



Arizona Department of Real Estate Fingerprint Clearance Card Process

Effective **7/29/2010**, all new applicants seeking a license from the Arizona Department of Real Estate (ADRE) must provide an Arizona Fingerprint Clearance Card at the time of License application.

A.R.S. §§ 32-2101.28, 32-2108.01

- Obtain a regular Fingerprint Card, and be fingerprinted at the real estate school, or an outside fingerprinting facility authorized to do fingerprinting.
- Ensure the fingerprint cards are not bent, folded or damaged in any way, or they may be rejected.
- Obtain a Fingerprint Card Application from the real estate school or the Arizona Department of Public Safety (DPS), call DPS at 602-223-2279 or fax your request to 602-223-2947. Office Hours are Monday-Friday, 8 am to 5 pm
- Complete the application packet thoroughly and accurately. Enclose the Fingerprint Clearance Card Fee of **\$69.00** by Cashier's Checks, Money Orders or a check (payable to AZ Department of Public Safety) drawn on a business account.
- Mail the Fingerprint card, the application packet, and the check, in a large envelope with sufficient postage and return address (in the top left corner of the envelope), to:
Arizona Department of Public Safety, P.O. Box 18390, Phoenix, AZ 85005-8390
- Processing time averages five to eight weeks, depending on whether or not there is a criminal record. Fingerprints will be used to obtain both state and federal criminal records check.
- Fingerprint Clearance Card is valid for six years.
- Fingerprint Clearance precluding offenses may be found by visiting the State website: www.azleg.gov and view A.R.S. §41-1758.03
- Fingerprint Clearance Card denials may be appealed through the Fingerprint Clearance Appeal Board.